



City of Bixby Parks/Amphitheater Use Agreement

Indicate which Park Desired _____

Dates Requested _____ Hours : From _____ To _____

Fees & Deposit: See attached fees for Individual, Organization, and Corporate.

Name requesting rental: _____

Address: _____

City, State, Zip: _____

Primary & Alternate Phone: _____

E-mail Address: _____

Contact Person (Directly in charge of event): _____

Address: _____

City, State, Zip: _____

Primary & Alternate Phone: _____

Email Address: _____

Contact Person (On-site Contact at event): _____

Primary & Alternate Phone: _____

Email Address: _____

Will you need electricity? Yes _____ No _____

Will you need water? Yes _____ No _____

Will Tents be used?* Yes _____ No _____ If so, how many _____

****Use of tents must be Pre-Approved, Please fill out attached Temporary Use of Tent Application****

Will user have to enter the park by vehicle Yes _____ No _____

Please list additional items the event will have, (i.e. Music, Inflatable's, etc) _____

Will food be sold? Yes _____ No _____

Will alcohol be sold? Yes _____ No _____ (Alcohol sales must be approved by City Council)

Verification of Sales Tax Permit? Yes _____ No _____

*****Only Great Plains (Coke Products) allowed to be sold by vendors*****

Contact Information for Great Plains: Leslie Cyriacks, Key Account Manager (800)753-2653

Cyriacks@gpcocacola.com

What City Services are required at event, if any: Police _____ Fire _____ Public Works _____

Parks Department _____

Check Section Desired (Washington Irving) See attached:

Section 1 _____ Section 2 _____ Section 3 _____ Section 4 _____ Section 5 _____ Section 6 _____

Signature _____ Date _____

*****Restrooms Open To General Public at Washington Irving*****

Washington Irving Park Reservation Fees and Clean-Up Deposits

A. Reservation Fees (\$ per day)

Park Section #	Individual Family	Non-Profit Organization	Accelerated Use Event	Corporate Entity
1	\$ 80.00	\$ 80.00	N/A	\$ 120.00
2	\$ 80.00	\$ 80.00	N/A	\$ 120.00
3	\$ 80.00	\$ 80.00	N/A	\$ 120.00
4	\$ 80.00	\$ 80.00	N/A	\$ 120.00
5	\$ 100.00	\$ 100.00	N/A	\$ 150.00
6	\$ 80.00	\$ 80.00	N/A	\$ 120.00
Entire Park	\$ 500.00	\$ 500.00	\$ 500.00	\$ 750.00

B. Clean –Up and Maintenance Deposits

Per Section	\$ 250.00	\$ 250.00	\$ N/A	\$ 250.00
Entire Park	\$ 500.00	\$ 500.00	\$ 500.00	\$ 500.00

(Note: Charlie Young Park May Require a Deposit)

C. There shall be no waiver of any fee or deposits as set forth in (A) or (B) above.

D. An accelerated use event shall be given one half day set-up and one half day take- down at no cost.

FOR OFFICE USE ONLY-----

Rental Fee Paid _____ Yes _____ No Amount Paid \$ _____ Date _____
Deposit Fee Paid _____ Yes _____ No Amount Paid \$ _____ Date _____

City Manager Approval	_____	Date	_____
Chief of Police Approval	_____	Date	_____
Fire Chief Approval	_____	Date	_____
Public Works Approval	_____	Date	_____
Parks Dept Approval	_____	Date	_____

City of Bixby – Temporary Use of Tent Application

Date of Application: _____

Date Structure to be erected: _____

Date Structure to be removed: _____

Organization Information: Name _____
Address _____
Phone _____
Contact Person _____
Phone _____
E-Mail _____

Applicant Information: Name _____
Address _____
Phone _____
E-Mail _____

Location of Structure: _____
Structure Owner: _____
Address: _____
Phone: _____
E-Mail: _____

Signature of Applicant

Date

OFFICE USE ONLY

Approving Official

Date